



**NOTICE OF PUBLIC MEETING & AGENDA  
TRAFFIC SAFETY COMMISSION  
7:00 PM, MONDAY, NOVEMBER 9, 2015  
PUBLIC SAFETY BUILDING, 401 E THIRD STREET, NEWBERG**

“Mission Statement: To give the citizens of Newberg a forum to voice traffic safety concerns, evaluate related issues, provide a liaison with the City and promote traffic safety within the community.”

**I. CALL MEETING TO ORDER**

**II. ROLL CALL**

**III. PLEDGE OF ALLEGIANCE**

**IV. PUBLIC COMMENTS**

**V. CONSENT CALENDAR**

A. Approval of minutes from the October 12, 2015 Traffic Safety Meeting

**VI. NEW BUSINESS**

**VII. OLD BUSINESS**

A. Continued discussion pertaining to Commission’s role and responsibilities.

**VIII. STAFF REPORTS – GENERAL INFORMATION**

A. Engineering

B. Police

C. Commissioners

**IX. ADJOURNMENT – Next meeting December 14, 2015**

**ACCOMMODATION OF PHYSICAL IMPAIRMENTS:** In order to accommodate persons with physical impairments, please notify the City Recorder’s office of any special physical or language accommodations you may need as far in advance of the meeting as possible, and no later than two business days prior to the meeting. To request these arrangements, please contact the City Recorder at (503) 537-1283. For TTY services please dial 711.

Posted: November 2, 2015

**CITY OF NEWBERG TRAFFIC SAFETY COMMISSION MINUTES**  
**MONDAY, OCTOBER 12, 2015 7:00 PM**  
**Public Safety Building, 401 E. Third Street, Newberg**

*"Mission Statement: To give the citizens of Newberg a forum to voice traffic safety concerns, evaluate related issues, provide a liaison with the City and promote traffic safety within the community."*

**I. CALL MEETING TO ORDER**

Chairman Neal Klein called the meeting to order at 7:02 PM. He welcomed and introduced Steve Rhodes, City Manager Pro Tem.

**II. ROLL CALL**

Members Present:	Neal Klein, Chairman	Karl Birky, Vice Chair	David Venable
	Kari Lawson	Chris Kelly	Ron Johns
	Jeff Grider		

Members Absent: David Hostetler and Tony Roos (excused).

Staff Present: Steve Rhodes, City Manager Pro Tem  
Brian Casey, Police Chief  
Mary Newell, Support Services Manager  
Jason Wuertz, Civil Engineer

**III. PLEDGE OF ALLEGIANCE**

The pledge of allegiance was performed.

**IV. PUBLIC COMMENTS**

**V. CONSENT CALENDAR**

A. Review and approve minutes of July 13, 2015 Traffic Safety Commission meeting.

<b>MOTION:</b> Birky/Lawson to approve the Consent Calendar including the minutes as corrected. Motion carried (7 Yes/0 No/ 0 Abstain)
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**VI. NEW BUSINESS**

A. Discussion and review of Article V of the Newberg Municipal Code pertaining to the Traffic Safety Commission.

Chairman Klein began by reviewing the Newberg Municipal Code pertaining to the Traffic Safety Commission with the Commissioners. During the discussion, Chair Klein indicated he had met with Mayor Andrews, Police Department staff and Engineering staff about the direction of the Traffic Safety Commission. As a part of the discussion with staff, Chair Klein mentioned that a new method for adding items to the agenda was discussed. This would allow staff to differentiate whether or not items needed to have research done on them and be brought before the Commission or handled by staff independent of the Commission.

Chair Klein also discussed that several meetings have been cancelled due to lack of agenda over the last year. This transitioned into discussion of the Commission beginning to meet only on a quarterly basis. The discussion that ensued included a concern that the citizens would not know when exactly the Commission met and thus would hamper attendance by citizens with concerns they wish to bring before the Commission. Further discussion about meeting on a quarterly basis involved how difficult it would be to work with the Planning Commission and being able to meet the Planning Commission's 120 day time requirements for decisions. Chair Klein challenged the Commissioner to discuss the role of the Traffic Safety Commission as it pertained to workload for staff, contact with the citizens of Newberg and interaction with other Commission/Committees and the City Council.

Vice Chairman Birky discussed that it seemed confusing that Commission seemed to be reporting to multiple entities and that each had different ideas of how the Commission should handle their business. Chairman Klein stated that the Traffic Safety Commission reports directly to the City Council and the Mayor as relayed in the City Code. Each Commissioner is appointed to their position by the Mayor at the consent of the Council. Chair Klein further suggested the Commission should be working towards goals/priorities for working with police, the City Manager and Engineering. He also questioned if it was time to change the direction of the Commission and look at more of an educational role along with seeking grants pertaining to Traffic Safety.

Further discussion ensued. Briefly summarized below are additional questions, concerns, ideas put forth for consideration at a follow-up meeting.

- ☐ Concern there is overlap with engineering and traffic safety.
- ☐ Commissioners cannot set goals. Commission's role is to assist the City Council or City Manager in meeting the Council's goals. Need direction on City Council or City Manager as there is confusion about what the City wants the Traffic Safety Commission to do.
- ☐ Meet every month, with option of cancelling if no agenda. Ensures meeting time is on the calendar. In the past, Commission has had some fairly pressing issues for citizens and three months between meetings would delay response. If canceled, in addition to posting on website, post cancellation on front door as well.
- ☐ Part of the responsibility of the TSC is to promote safety. During slow periods, perhaps look into that more to help the City.
- ☐ Consider sub-committees to target certain topic areas, i.e. example Safe Streets
- ☐ Committees have a mission and have a life, and sometimes they need to be allowed to die when that time comes, though does not feel Commission is there yet.

City Manager Pro Tem Steve Rhodes indicated staff met prior to the meeting to discuss this topic. Staff felt the Commission might best help by assisting with policy development. Suggested policy topics might include installation of stop signs, speed humps, signage, et cetera.

He also suggested looking at other commissions and committees to find out what they are doing for additional background information on what has/can be achieved.

Neal Klein agreed, directing attention to the work done on the Traffic Calming policy which was sent to the Planning Commission and development of the Mayor's Cabinet.

A policy on stop signs was also suggested. Jason Wuertz indicated there is standard engineering practice for installing stop signs, but there is no formalized City of Newberg process outlining for a citizen how to request/obtain a stop sign. Anything which helps the public understand how their issue can be processed and resolved is good. He suggested there are differing ideas on the definition of Traffic Safety: engineering safety or drivers/police safety.

The MUTCD has policies and standards that are important to the Traffic Safety Commission.

The Chairman indicated he values the input from Commissioners Birky and Roos, both engineers, but appreciates the Commission's ability to "think outside the box," citing as an example the interaction of Fourth and River.

David Hostetler indicated he sees inconsistency as a problem when installing signage.

Kari Lawson suggested obtaining input from the City Council on what they see as the role of the Traffic Safety Commission. Chairman Klein noted that Mayor Andrews will be at the next meeting and would likely take the discussion to the City Council.

**ACTION:** For the next meeting, Staff will determine how Engineering interacts with the Planning Commission and how that might involve the Traffic Safety Commission. Also, develop a list of possible policies that the Traffic Safety Commission might produce, similar to the traffic calming document. Both Jay Harris and Kaaren Hoffman from Engineering were invited to attend tonight's meeting, but were unable. Jason Wuertz will take action items discussed at this meeting back to them for discussion. Mr. Harris, Ms. Hoffman and City Manager Rhodes will have invitations extended to attend November's Traffic Safety Commission meeting to further discuss these items

In summation, it was discussed that the Traffic Safety Commission should be a buffer to Engineering and City Hall, helping to take some of the pressure off the City Council.

## **VII. OLD BUSINESS – None.**

## **VIII. STAFF REPORTS**

### **A. Engineering – Jason Wuertz provided a project update:**

- ☐ Currently do not have in-house capability for conducting traffic studies.
- ☐ In the middle of design work for the Villa Road Improvement Project, which runs from Hayworth to Park. Holding an open house to show the preliminary design in early November.

### **B. Police – Brian Casey reported on recent events:**

- ☐ Applied for a \$5,000 DUII grant to assist with patrol on high drinking days
- ☐ Purchased two new radar trailers, which are due for delivery in November
- ☐ Continue to have issues reported at the skate park
- ☐ Considering purchasing moving radar for motor officers
- ☐ Reactivating the county MATT team, who investigates traffic crashes in the county.

### **C. Commissioners – None.**

## **IX. ADJOURNMENT**

**Motion:** Birky/Lawson to adjourn. Motion carried and the meeting was adjourned at 7:56.

**Approved** by the Newberg Traffic Safety Commission on this 9<sup>th</sup> day of November 2015.

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**Minutes Recorder**

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**Neal S. Klein**  
**Traffic Safety Commission Chair**



**MEMORANDUM**  
CITY ADMINISTRATION

**To:** City of Newberg Traffic Safety Commission  
**From:** Steve Rhodes, City Manager Pro-Tem  
**cc:** Brian Casey, Chief of Police  
Kaaren Hofmann, City Engineer  
**Subject:** Traffic Safety Commission Draft Work Plan  
**Date:** October 28, 2015

Chair Klein and Commissioners:

At the October 12<sup>th</sup> Traffic Safety Commission meeting the group discussed the purpose and duties of the commission as outlined in Section 2.15.330 to 2.15.480 of the Newberg Municipal Code. As a follow up to the discussions at the meeting, this memorandum was prepared to provide a draft work plan for the Commission to consider at the November 9<sup>th</sup> meeting, as follows:

1. Meeting Frequency: Continue the practice of holding monthly meetings and processing of the new requests for stop signs, traffic calming, striping, etc., as normal.
2. Preparation of policy documentation on the following items:
  - a. Application process improvements. Develop a Traffic Safety Commission application packet (request submittal form, process flowchart, request timeline, internal tracking etc.).
  - b. Stop sign installation/warrants policy. Examples:  
<http://www.orcity.org/sites/default/files/BROCHURE.pdf>  
[http://www.milwaukieoregon.gov/sites/default/files/fileattachments/stopsigninfosheet\\_0.pdf](http://www.milwaukieoregon.gov/sites/default/files/fileattachments/stopsigninfosheet_0.pdf)
  - c. Revisit the Traffic calming devices policy. Example:  
<http://www.tualatinoregon.gov/engineering/traffic-calming>
  - d. No parking zones (School areas, industrial, etc.).
  - e. Sight distance and vision clearance standards. Example:  
[http://www.milwaukieoregon.gov/sites/default/files/fileattachments/clearvisionfences\\_0.pdf](http://www.milwaukieoregon.gov/sites/default/files/fileattachments/clearvisionfences_0.pdf)
  - f. Safe Routes to school improvements & grant opportunities.
  - g. Truck route locations, signage, and enforcement.
  - h. George Fox University parking program review.
3. Education/Training Opportunities:
  - a. Downtown street seat program
  - b. Manual of Uniform Traffic Control Devices (MUTCD) review
  - c. Traffic signs, size, reflectivity, location
  - d. Speed Zone Orders
  - e. Photo red light (education/policy)

- f. Photo Radar
- g. Speed trailer
- h. High School accident reconstruction education.